

How to Prioritize Your Lists of Anything

Value Sorts

On the next page is a method for taking ten items, of any kind, and figuring out which one is the most important to you, which one is next most important, and so forth.

- Insert the items to be prioritized, in any order, in Section A, on the following page. Then, in Section B, compare just the *two* items that are in each small box. For example, the first little box has a *1 and a 2 in it*, standing for whatever you listed as item #1 and item #2 in Section A. Which one of these is more important to you? You might ask it in some such form as this: "If I were offered two jobs, and the first job gave me a chance to use the skill in item #1, but *not* the skill listed in item #2 -- while the second job gave me just the opposite: a chance to use the skill listed in item #2, but *not* the skill listed in item #1 -- which job (other things being equal) would I take?" You then circle, in that first box in Section B, whichever skill you preferred *in that pair*. Then go on to the next pair in the next little box of Section B, which has *1 and 3 in it*, and ask the same *kind* of question.

- When you have finished circling one number in each small little box, turn to Section C. The first question there is: "How many times circled?" -- referring to the Items, by number, immediately above. So, count how many times Item #1 got circled, and enter that total immediately under the "1" in Section C. Then count how many times Item #2 got circled, etc., through all ten items. The next question in Section C is: "Final rank?" The one with the most circles is counted as first (copy it down as *new* number 1 in Section D). The one next most circled is counted as second (*new* number 2 in Section D). And so forth.

A similar prioritizing grid for a larger number of items (twenty-four) appears on the page following the ten-item prioritizing grid.

SECTION A
Before Prioritizing—
Items in any order

SECTION B

1									
1	2								
1	2	3							
1	2	3	4						
1	2	3	4	5					
1	2	3	4	5	6				
1	2	3	4	5	6	7			
1	2	3	4	5	6	7	8		
1	2	3	4	5	6	7	8	9	
1	2	3	4	5	6	7	8	9	10

SECTION D
After Prioritizing—
Items in final order

1									
2									
3									
4									
5									
6									
7									
8									
9									
10									

SECTION C

1	2	3	4	5	6	7	8	9	10

◁ Item **number**

◁ How many **times** circled

◁ Final **rank**

Prioritizing Grid for 10 Items

1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24			
2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2
3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24				
3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3
4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24					
4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4
5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24						
5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5
6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24							
6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6
7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24								
7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7
8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24									
8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8
9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24										
9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9
10	11	12	13	14	15	16	17	18	19	20	21	22	23	24											
10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10
11	12	13	14	15	16	17	18	19	20	21	22	23	24												
11	11	11	11	11	11	11	11	11	11	11	11	11	11	11	11	11	11	11	11	11	11	11	11	11	11
12	13	14	15	16	17	18	19	20	21	22	23	24													
12	12	12	12	12	12	12	12	12	12	12	12	12	12	12	12	12	12	12	12	12	12	12	12	12	12
13	14	15	16	17	18	19	20	21	22	23	24														
13	13	13	13	13	13	13	13	13	13	13	13	13	13	13	13	13	13	13	13	13	13	13	13	13	13
14	15	16	17	18	19	20	21	22	23	24															
14	14	14	14	14	14	14	14	14	14	14	14	14	14	14	14	14	14	14	14	14	14	14	14	14	14
15	16	17	18	19	20	21	22	23	24																
15	15	15	15	15	15	15	15	15	15	15	15	15	15	15	15	15	15	15	15	15	15	15	15	15	15
16	17	18	19	20	21	22	23	24																	
16	16	16	16	16	16	16	16	16	16	16	16	16	16	16	16	16	16	16	16	16	16	16	16	16	16
17	18	19	20	21	22	23	24																		
17	17	17	17	17	17	17	17	17	17	17	17	17	17	17	17	17	17	17	17	17	17	17	17	17	17
18	19	20	21	22	23	24																			
18	18	18	18	18	18	18	18	18	18	18	18	18	18	18	18	18	18	18	18	18	18	18	18	18	18
19	20	21	22	23	24																				
19	19	19	19	19	19	19	19	19	19	19	19	19	19	19	19	19	19	19	19	19	19	19	19	19	19
20	21	22	23	24																					
20	20	20	20	20	20	20	20	20	20	20	20	20	20	20	20	20	20	20	20	20	20	20	20	20	20
21	22	23	24																						
21	21	21	21	21	21	21	21	21	21	21	21	21	21	21	21	21	21	21	21	21	21	21	21	21	21
22	23	24																							
22	22	22	22	22	22	22	22	22	22	22	22	22	22	22	22	22	22	22	22	22	22	22	22	22	22
23	24																								
23	23	23	23	23	23	23	23	23	23	23	23	23	23	23	23	23	23	23	23	23	23	23	23	23	23
24																									
24	24	24	24	24	24	24	24	24	24	24	24	24	24	24	24	24	24	24	24	24	24	24	24	24	24

Total times each number got circled

1	2	3	4	5	6
7	8	9	10	11	12
13	14	15	16	17	18
19	20	21	22	23	24

Prioritizing Grid for 24 Items

Each time you use this grid, make a photocopy of it, and fill in the photocopy rather than the original. (You will need to photocopy this grid many times as you go through this process.)